

Section III**A. Description of Use of Part C Funds for the Lead Agency**

When completing this section include:

- Totals for the number of lead agency administrative positions, salaries and fringe benefits funded either 100 percent and/or less than 100 percent with Part C funds;
- A general description of the duties which the positions entail; and
- A subtotal of the amount.

Identify any administrative positions for which less than 100% of the time is spent on Part C and, for each such position, indicate the percentage of time spent on Part C and the total amount of salary and fringe benefits included in the Part C application budget.

Positions Funded	Number of Positions	% of Time Spent on Part C	Salaries & Fringe Benefits	Description of Duties
100% funded with Part C Funds	1	100%	947,352	<p><u>Program Director/DDO Office Chief:</u> Serves as Part C Coordinator to administer the implementation of statewide early intervention services, providing fiscal and program supervision. Maintains federal communication and coordination, providing federally required reports, and ensuring compliance with IDEA, Part C. Provides technical assistance, coordination, and clarification of IDEA, Part C, regulations to the Governor's Office, other state agencies, local lead agencies, families, and stakeholders.</p> <p><u>Administrative Assistant 4:</u> Administrative support to Program Director and Assistant Program Director. Lead staff for program support and office operations, personnel activities, legislative coordination and assignment tracking. Review and coordinate program correspondence, reports, and archiving; coordinate Web site updates; track and maintain administrative policies and procedures. Coordinate all travel and conference registrations for Program Director. Maintain program work plan and related documents. Coordinate special projects.</p>

Positions Funded	Number of Positions	% of Time Spent on Part C	Salaries & Fringe Benefits	Description of Duties Continued
100% funded with Part C Funds	1	100%		<p><u>Administrative Assistant 3:</u> Provide support for the State Interagency Coordinating Council (SICC) and working committees; maintain SICC records and files. Administrative and general support for the program, and special projects. Maintain and distribute program information and track ITEIP Web site needs. Coordinate and compile the Family Survey; and program electronic mail distribution. Ensure accuracy of travel documentation for staff and SICC members.</p> <p><u>Office Assistant 3:</u> Reception and phones; electronic file maintenance. General program support, as assigned by the Administrative Assistant 4. Maintain correspondence logs, master, reference, and resource files. Web site review.</p> <p><u>Program Consultants:</u> Provide training and technical assistance to the contracted local lead agencies on the federal IDEA, Part C requirements, the State Performance Plan Indicators, and Annual Performance Report. Monitor contractor performance, by providing desk audits, data analysis, technical assistance, training, and contract management of the contracted local lead agencies, in assigned geographic areas. Review state legislative bills; provide analysis of impact on the program. Assist with policies development, review, analysis, and implementation.</p> <p><u>Data Manager:</u> Serve as the ITEIP Data Management System lead specialist. Oversee and monitor the ITEIP Data Management System; provide early intervention information technology, data extraction, data analysis, and reports. Attend and/or provide presentations at the national data conferences. Manage the ITEIP data system maintenance contract, data sharing agreements, and serve as liaison between ITEIP and Aging & Disability Services Administration (ADSA) Information Systems. Provide technical assistance and training to contractor local lead agencies.</p>
	1 (Vacant)			
	4 (2 Vacancies)			
	1			

Positions Funded	Number of Positions	% of Time Spent on Part C	Salaries & Fringe Benefits	Description of Duties Continued
100% funded with Part C Funds	1	100%		<p><u>Assistant Data Manager:</u> Provide support for the ITEIP Data Management System, the Data Manager, and staff. Perform research, statistical, and data analysis, report development. Assist in IT system management and quality assurance. Provide federally required data for the 618 Reports, Annual Performance Plan (APR) and the State Performance Plan (SPP). Provide training to local lead agencies related to the ITEIP Data Management System.</p> <p><u>Program Fiscal Manager:</u> Develop, produce, and maintain ITEIP financial reports. Maintain and track program budget, fiscal reports, and spreadsheets; track expenditures, and monitor the federal draw. Lead staff for the Fiscal Analyst 1 and Fiscal Analyst 3 program activities related to federal and state fiscal policies and procedures. Provide fiscal and technical assistance to contractors and program staff. Serve as fiscal liaison between the DSHS Financial Services Administration (FSA), ADSA Financial and Budget Offices. Serve as special projects fiscal assistant to the Program Director.</p> <p><u>Fiscal Analyst 3:</u> Monitor audit activities, prepare reports for review. Primary staff responsible for the contracting process and tracking of related activities; develop, maintain, and distribute contract documents, records, and files. Coordinate contract activities between DSHS Central Contracts Services and ITEIP. Provide contract technical assistance to contractors and program staff. Primary staff for grant application activities; and track and assist with Annual Performance Report submission activities.</p> <p><u>Fiscal Analyst 1:</u> Track contractor fiscal expenditures, payments, ensuring contract files are updated and complete. Prepare and maintain contractor fiscal tracking reports and monitoring spreadsheets. Order, monitor, and maintain program supplies. Maintain the ITEIP database and assist with electronic information distribution.</p>
	1			
	1			
	1 (Vacant)			
Subtotal of amount under A:	13		947,352 (11.08% of Grant Award)	

Section III (Continued)

B. Maintenance and Implementation Activities for the Lead Agency

When completing this section include:

- A description of the nature and scope of each major activity to be carried out under Part C in maintaining and implementing the statewide system of early intervention services. Activities could include enhancing the Comprehensive System of Personnel Development, implementing child find strategies, or ensuring a timely, comprehensive, multidisciplinary evaluation for each child;
- The approximate amount of funds to be spent for each activity; and
- A subtotal of the amount.

(Add columns and rows as needed.)

Major Activity	Part C Funds to be Spent	Description of Activities
Goods and Services	128,225	<p>Services may include but are not limited to the following:</p> <ul style="list-style-type: none"> • Copies/printing; phones/fax/TTY; postage/mail; repairs to equipment; general supplies; publication/books; training materials; archiving; equipment and computer replacement; staff development; interpreter/language services; and meeting space rental (not SICC) • Staff travel expenses to monitor contracts, provide technical assistance and training statewide to contractors, families, and community members; to attend SICC subcommittee meetings; and intra- and interagency coordination activities
Subtotal of amount under B:	128,225 (1.49% of Grant Award)	

Section III (Continued)

C. Description of Use of Part C Funds for the Interagency Coordinating Council (ICC)

When completing this section include:

- Totals for the number of ICC administrative positions, salaries and fringe benefits funded either 100 percent and/or less than 100 percent with Part C funds;
- A general description of the duties which the positions entail; and
- A subtotal of the amount.

Identify any administrative positions for which less than 100% of the time is spent on Part C and, for each such position, indicate the percentage of time spent on Part C and the total amount of salary and fringe benefits included in the Part C application budget.

Positions Funded	Number of Positions	% of Time Spent on Part C	Amount of Salaries & Fringe Benefits	Description of Duties
100% funded with Part C Funds		100%		Program provides support through existing ITEIP staff.
< 100% funded with Part C Funds				
Subtotal of amount under C:			0	

Section III (Continued)**D. Maintenance and Implementation Activities for the Interagency Coordinating Council (ICC)**

When completing this section include:

- A description of the nature and scope of each major activity to be carried out under Part C in maintaining and implementing the statewide system of early intervention services. Activities could include coordinating child find identification efforts, ensuring the timely provision and payment of early intervention services to eligible children and their families, advising on early childhood transition, support for the ICC (travel), or other implementation and development activities of the SICC;
- The approximate amount of funds to be spent for each activity; and
- A subtotal of the amount.

(Add columns and rows as needed.)

Major Activity	Part C Funds to be Spent	Description of Activities
State Interagency Coordinating Council (SICC) Meetings	15,000	<p>SICC General Description of Activities:</p> <p>Support activities of the State Interagency Coordinating Council (SICC) and the standing committees. The SICC and committees meet at least quarterly. The SICC advises and assists DSHS (the state lead agency), the Infant Toddler Early Intervention Program (ITEIP), and the other participating state agencies in the implementation of the statewide early intervention system</p> <p>Per diem, lodging, airfare and airfare fees, private mileage, and child care; meals with working meetings; conference calls, printing, photocopying, interpreter services, meeting room/facility expenses</p> <p>NOTE: State Department of Social and Health Services, Infant Toddler Early Intervention Program provides the State Interagency Coordinating Council (SICC) and its committees staff support through positions defined in Section III.A above.</p>
Subtotal of amount under D:	15,000 (.19% of Grant Award)	

Section III (Continued)**E. Direct Services (Funded by Part C Federal Dollars)**

When completing this section include:

- A description of any direct early intervention service that the State lead agency expects to provide to eligible children and their families with funds under this part, including a description of any services provided to at-risk infants and toddlers and their families for States that provide services to at-risk children as part of its eligibility criteria. The description must include information about each type of service to be provided, including:
 - A summary of the methods to be used to provide the service (e.g., contracts or other arrangements with specified public or private organizations); and
 - The approximate amount of funds under this part to be used for the direct provision of early intervention services.

Provide subtotals of the amount and for salaries and fringe benefits for direct service employees (discipline). *(Add columns and rows as needed.)*

Direct Service	Part C Funds to be Spent	Summary of Methods to be Used to Provide Service
Direct Services Contracts to Provide the Following Services: Assistive Technology Services/Devices; Audiology; Family Resources Coordination (Service Coordination); Family Training, Counseling, Home Visits, Other Support; Health; Medical; Nursing; Nutrition; Occupational; Physical Therapy; Psychological; Social Work; Special Instruction; Speech-Language Pathology; Transportation and Related Costs; Vision; and Other Early Intervention Services.	7,145,848	Enhance local direct services for required activities, during the period of July 1, 2010 through September 30, 2011. Each local county or geographic area's contracted funds are based on an equitable distribution formula.
Mediation	30,000	Funds for the mediation system, consistent with the requirements of IDEA, Part C, and supporting mediation activities.
Low Incidence Sensory Disabilities	15,000	Funds to enhance statewide resources, referrals, and access to early intervention services, for infants and toddlers with low-incidence sensory disabilities and their families.
Autism Outreach	15,000	Funds to enhance statewide resources, referrals, and access to early intervention services, for infants and toddlers with autism and their families.

		Summary of Methods to be Used to Provide Service
Family Resource Coordinator Training	140,795	<p>Maintain statewide training for Family Resources Coordinators (FRCs). Training ensures that FRCs have the knowledge and understanding of eligibility requirements for infants and toddlers; IDEA, Part C federal regulations, the state of Washington's policies and procedures, and other local and state resources and services available for eligible infants, toddlers, and their families.</p> <p>Training topics include, but are not limited to basic service coordination expectations for this state's Family Resources Coordination System; ITEIP Part C early intervention requirements; parents rights and confidentiality; understanding service delivery systems; developing and implementing Individualized Family Service Plans (IFSPs); relationship building and family – professional partnerships; outreach to local professionals, not-for-profit agencies, and governments.</p>
Parent Participation Coordination	72,180	<p>Support Statewide Parent Participation Coordination, including provide technical assistance, training, and information regarding parent participation in the IDEA early intervention services. Assist in recruiting and training parent representatives for the State Interagency Coordinating Council and its related activities, with an emphasis on diversity; assist and facilitate active parent/family involvement and input to and from the SICC and ITEIP. Provide training and technical assistance to County Interagency Coordinating Councils on ITEIP, Part C early intervention, parent participation, and parent perspective. Assist with family involvement in the SICC sponsored Conversation with Families; and provide scholarships for parents/families to attend the annual Infant Early Childhood Conference.</p>
Child Profile	9,100	<p>Provide developmental milestone and referral inserts, in packets distributed, three times a year, to all families with newborns in Washington State.</p>
Early Intervention Policy Consultants	9,840	<p>Research identified IDEA, Part C and 34CFR303 regulations and amendments for ITEIP. Draft technical assistance papers and clarification regarding identified IDEA, Part C and 34CFR303 regulations and amendments.</p>

		Summary of Methods to be Used to Provide Service
Public Awareness/ Central Directory	20,000	Public Awareness materials for statewide distribution, including the Within Reach 1-800 number hotline. The hotline includes referral services for all disabling conditions, experts available in the state, and research and demonstration projects. The hotline is available to families, professionals, services providers, and other interested parties
Subtotal of amount under E:	7,457,763 (87.24% of Grant Award)	

Direct Service Employees (Discipline)	Salary and Fringe	% Part C	Description of Duties
			Not applicable.
Sub Total:	0		

Section III (Continued)

F. Description of Optional Use of Part C Funds (For States that Do Not Provide Direct Service for At-Risk Infants and Toddlers)

For any State that does not provide direct services for at-risk infants and toddlers under 20 U.S.C. 1437(a)(4), but chooses to use funds under 20 U.S.C. 1438(5), each Application must include a description of how these funds will be used. Specifically, a State may use Part C funds for initiating, expanding, or improving collaborative efforts related to at-risk infants and toddlers, including establishing linkages with appropriate public or private community-based organizations, services, or personnel for the purpose of:

- Identifying and evaluating at-risk infants and toddlers;
- Making referrals of at-risk infants and toddlers who are identified and evaluated; and
- Conducting periodic follow-up on at-risk infants and toddlers to determine if the status of the infant or toddler's eligibility for Part C services has changed.

Provide a subtotal of the amount. *(Add columns and rows as needed.)*

Description of Activity	Amount of Funds
Not applicable	0
Subtotal of amount under F:	0

Section III (Continued)

G. Activities by Other Agencies

If other State or local public agencies are to receive a portion of the Federal funds under Part C, the Application must include:

- The name of each public agency expected to receive funds;
- The approximate amount of funds each public agency will receive; and
- A summary of the purposes for which the funds will be used.

Provide subtotal of amount. *(Add columns and rows as needed.)*

Agency Receiving Funds	Amount of Funds	Purpose
Not applicable.	0	Not applicable.
Subtotal of amount under G:	0	

Section III (Continued)**H. Totals**

Enter the subtotal amounts for Sub Sections A-G found in Section III and any indirect costs charged as specified in Section IV.B. The sub total amounts (Rows 1-8) should total the estimated grant application amount. (A State may apply for less than the full estimated allotted amount.)

Enter the subtotal amounts for Sub Sections A-G found in Section III of this application.		
Row No.	Section	Amount
1.	III.A.	\$947,352
2.	III.B.	\$128,225
3.	III.C.	\$0
4.	III.D.	\$15,000
5.	III.E. (Direct Service)	\$7,457,763
	III.E. (Direct Service Employees)	\$0
6.	III.F.	\$0
7.	III.G.	\$0
Enter any Indirect Costs to be Charged to FFY 2010 Funds (See Section IV.B of this application.)		
8.	IV.B	\$0
Total (Rows 1-8)		\$8,548,340